

Making Your Word Documents Accessible Checklist

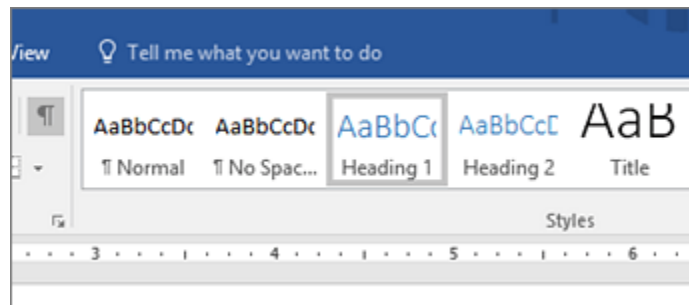
Use this checklist to create accessible Word documents. Please note that this is not an exhaustive list of accessible features, however, this tool will help you develop a foundation for creating accessible Word documents.

- ☐ **Use Built-in Headings.** Headings help readers orient themselves to content in which you are sharing. Without headings those who use assistive technology (e.g., screen readers) or have learning or cognitive disabilities may have trouble navigating your documents.

Tips: Word has nine Heading styles that are in ranked order. Heading 1 should be used for titles. Headings should be used in sequential order, avoid skipping levels. Each page should have at least one Heading 1.

How To:

1. Select the heading text.
2. On the **Home** tab, in the **Styles** group, select a heading style, for example, **Heading 1** or **Heading 2**.



- ☐ **Use Alternate Text or Alt text.** Alt Text is a brief description of images displayed in a document.

Tips: Word allows you to denote an image as decorative. Only use this feature if your text is decorative in nature.

How To:

- ❖ [Add alt text to images](#)
- ❖ [Add alt text to shapes or SmartArt graphics](#)

- ❖ [Add alt text to charts](#)
- ❖ [Review or edit automatically generated alt texts in photos](#)
- ❖ [Mark visuals as decorative](#) (Avoid Marking All Visuals as Decorative)

Example:

About the expert: Arthur C. Evans Jr., PhD



(right click the image to review the alt text)

Arthur C. Evans Jr., PhD, is CEO of the American Psychological Association. Before joining APA, Evans was commissioner of Philadelphia's Department of Behavioral Health and Intellectual disAbility Service, a \$1.2 billion health care agency that is the behavioral health and intellectual disabilities safety net for 1.5 million Philadelphians. Earlier in his career, Evans was deputy commissioner of the Connecticut Department of Mental Health & Addiction Services, where he led major strategic initiatives in the state's behavioral health care system. Evans has been recognized nationally and internationally for his work in behavioral health care policy and service delivery innovation and has authored or co-authored 40 peer-reviewed research articles and numerous chapters, reviews and editorials.

- ❑ [Use Sans Serif Fonts for Documents](#). Sans Serif fonts present clear text for readers who may have reading disabilities, attention deficit disorder, and learning disabilities (Arial, Calibri, Tahoma)
- ❑ [Name Your Hyperlinks](#). Naming your hyperlinks allows those who use screen readers to easily access links. Screen readers will read an entire web address to a user.

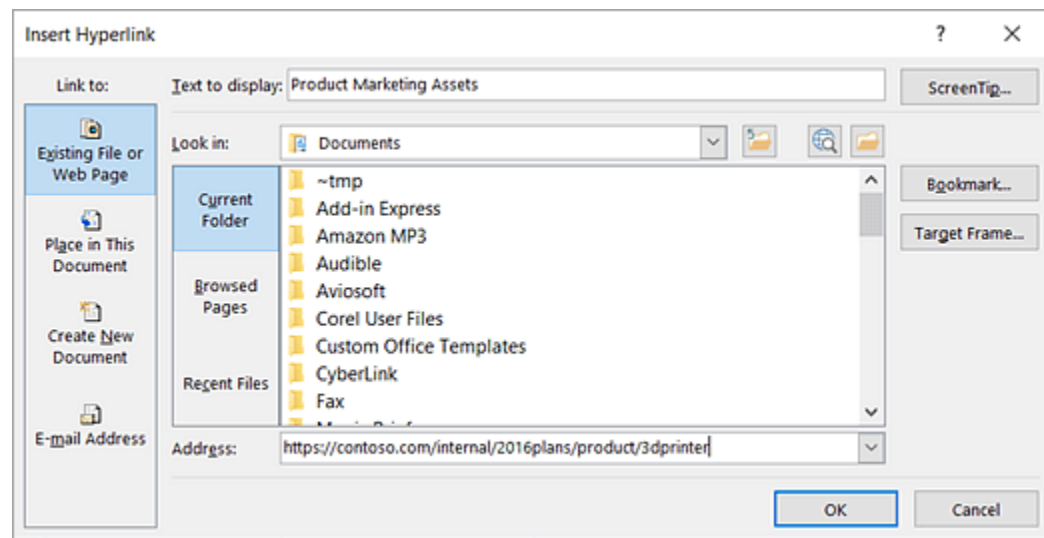
Tip: Integrate your hyperlinks in your text for a seamless reading experience. Avoid using click here or here.

How to:

Add hyperlink text and ScreenTips

1. Select the text to which you want to add the hyperlink, and then right-click.
2. Select **Link**. The text you selected displays in the **Text to display** box. This is the hyperlink text.
3. If necessary, change the hyperlink text.
4. In the **Address** box, enter the destination address for the hyperlink.
5. Select the **ScreenTip** button and, in the **ScreenTip** text box, type a ScreenTip.

Note: If the title on the hyperlink's destination page gives an accurate summary of what's on the page, use it for the hyperlink text. For example, this hyperlink text matches the title on the destination page: [Templates and Themes for Office Online](#).



Example:

Please review the linked website devoted to [how AI bias occurs](#).

- [Use Word's Accessibility Checker](#). The Word Accessibility checker will help identify aspects of your document that are inaccessible.

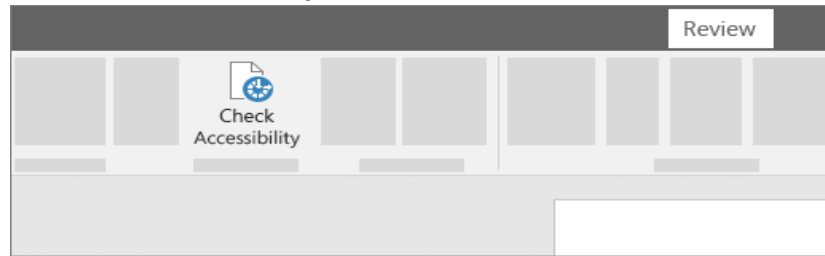
Tip: The checker is great for alt. format, reading order, and spacing issues. The Checker will not pick-up all inaccessibility features such as Headings.

How To:

On the ribbon, select the **Review** tab.

In Outlook, the **Review** tab is visible in the ribbon when writing or replying to messages.

Select **Check Accessibility**.



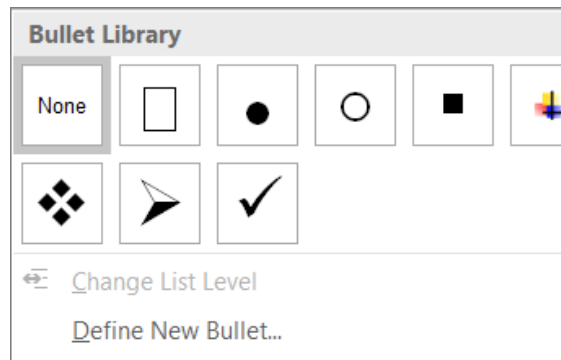
- **Use Lists.** Using Word's built-in tools for ordered (numbered) and unordered (bulleted) lists will help screen readers navigate your document.

Tip: Lists that are not bulleted or numbered are difficult for screen readers to read. Try to avoid using the solid circular bullets as screen readers sometime misrecognize those bullets as periods.

How to:

Use bulleted lists

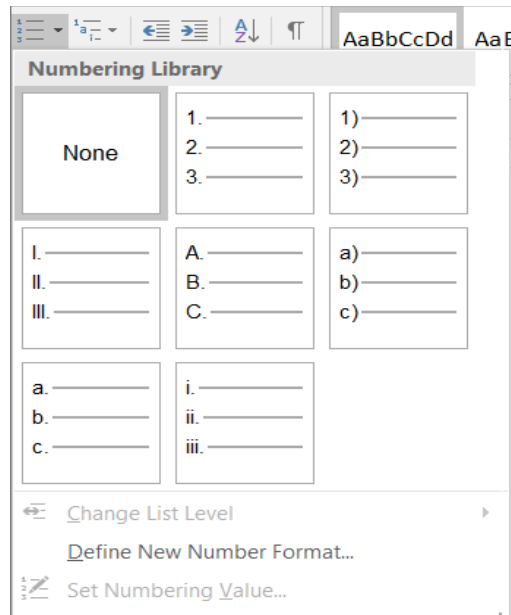
1. Position the cursor anywhere in your document.
2. Select the **Home** tab.
3. In the **Paragraph** group, select the **Bullets** button.
4. Type each bullet item in the bulleted list.



Use ordered lists

1. Position the cursor anywhere in your document.
2. Select the **Home** tab.

3. In the **Paragraph** group, select the **Numbering** button.



- [Use Captioned Videos](#). Captions assist those who are deaf, hard of hearing, have audio processing disorders, and ESL users in understanding your content.

Tip: If you locate a video without captioning online (e.g., Youtube) you can request permission to add captions to the video. Youtube also provides free captioning, however, you must check the captions before distributing. There are companies that provide captioning for a fee. [Rev](#) provides captioning at the rate of one dollar per minute, however, you still should check their work as well.

Ensure that you have a transcript for your videos before posting. All videos should have captions for viewer review.

[Why you should join APA Video](#)

Note: if you have transcripts with punctuation add that information to your videos. Punctuation will help with tone and inflections.

- [Use Long Text Descriptions](#). Long descriptions are text versions of the information provided in a detailed or complex image. The content creator should provide a description for the complex image(s).

Tip: Use Long Descriptions for detailed images, graphs, and charts.

Example:

- [Exclusionary Discipline Congressional Briefing Event Video with imbedded charts.](#)

- Long Text Descriptions [Long Text Descriptions Graph Example of Exclusionary Discipline Briefing Video](#)
- Chart: Organizational Charts. Organizational Charts are usually not accessible due to the complexities of the diagram. You should retype your organizational chart without textboxes and images. Using bulleted and numbered ordering can assist with communicating hierarchies. The developer of the document may also consider adding a verbal description of the hierarchies within the organizational chart.

Example:

Accessible format of an Organization Chart

Executive Office Organizational Chart

Arthur C. Evans, Jr., PhD, CEO and EVP

- Jamie("Jim") Diaz- Granados, PhD, Deputy CEO
 - Clinton Anderson, PhD, Acting Chief of Public Interest
 - Catherine Grus, PhD, Acting Chief Education Officer
 - Russell Shilling, PhD, Chief of Professional Practice
 - Katherine B. McGuire, Chief Advocacy Officer
 - CHIEF STRATEGY OFFICER (position to be filled 2019)
- Archie L. Turner, COO and CFO
- Jasper Simons, MA, Chief Publishing Officer
- Ian King, MBA, Chief Membership Officer
- Alicia C. Aebersold, Chief Communications Officer
- Deanne Ottaviano, JD, General Counsel
- Tony Habash, DSc, Chief Business integration Officer and CIO
- Ellen G. Garrison, PhD, Senior Policy Advisor
- Lindsay Childress- Beatty, JD, PhD, Acting Ethics Director
- Dawnan Davis, PhD Chief Diversity Officer

Notes:

The following individuals report to the Deputy CEO:

Dr. Clinton Anderson...

- [Create Accessible PDFs from Word](#). The first step in creating an accessible PDF from Microsoft Word is to ensure that the original Word document is accessible.

Tip: **Do not print to PDF**. This method of creating a PDF does not preserve the document's accessibility features. The correct method of exporting to PDF depends on which version of Microsoft Office you're using.

How to:

1. Go to File

2. “Save As...” and select PDF from the choices provided. By default this produces a PDF that preserves the document’s accessibility features.
3. When saving, select *Options* and be sure that “Document structure tags for accessibility” is checked. This is checked by default but could become unchecked under certain circumstances.

Example: Save the current document as a PDF to test the directions.